



Risk Analysis and Management

Venue: Camp	Date/time:
Personnel:	Class:

Analysis Undesired events: Accident, injury, other forms of damage		1. Fatal injury in fall 2. Student injured by falling or from becoming entangled in equipment 3. Student emotionally insecure before / during activity 4. Drowning 5. Getting lost 6. Hypothermia 7. Burnt 8. Hit by vehicle 9. Animal bite or sting 10. Allergic reactions 11. Sick		
		People	Equipment	Environment
Causal factors		Poor group control Students with special needs and medical problems Inadequate supervision Teaching incorrect techniques Adult - back up people not available, equipment carriers, helpers unsuitable	Equipment failure Inadequate / lack of First Aid / Asthma Kit Inadequate gear – cooking, sleeping, lights, buoyancy aids, phone charged, pre-paid, fire starting/cooking, ropes, covers Bags not suitable	Slippery / muddy conditions Wet, cold, sunny weather Boundaries are clear Tides/waves/river flow/depths Debris Fire/cooking Dark Drinking water
Risk Management Strategies	Normal Operation	Ratio of 1:7 or 1: 4 (in water) Clear instructions Rules/roles for adult helpers established Knowledge of medical / special needs conditions A current First Aid Certificate Roll call on regular basis Seeking approval of teacher before undertaking an activity Camp boundaries defined include behaviour, sanitation, food, fire, distance, emergency procedures Driver/adult is in control of group until teacher is present	Take First Aid / Asthma Kits Wearing appropriate clothing and footwear Ensuring hair / clothing / jewellery are no problem Surfaces of environment talked about All equipment is used appropriately Bucket of water handy or near for fire use Check gear before leaving Water containers 3liter per day Spade for latrine	Site only to be used in appropriate conditions Walk boundaries and view equipment as a group Fires and cooking to be well supervised and in appropriate places Separate, mark fresh/salt water Dig latrine 0.5 – 0.8 metres Mark latrine for locating at night Plant native fauna in latrine hole
Risk Management Strategies	Emergency Situation	Means of communication for help – mobile phone Sickness – paracetamol, removal Emergency vehicles – boat, car, ambulance, helicopter, helpers Emergency Procedures – defining the roles of adults, meeting point Meeting points clearly defined before departure and also specific place reference Teacher to administer first aid, adults to stay with pupils and one to assist teacher Emergency first aid book carried Phone for emergency assistance, then family lastly the chairperson and principal Record incidences in school's accident register		